



Nineteenth Judicial Circuit Job Opportunity Bulletin



Date: April 13, 2006

Closing Date: April 25, 2006

Position Title: Senior Network Support Analyst
Two (2) positions available

Salary: \$46,232.99 - \$73,462.90/Annually
*Benefit Package Available

GENERAL DESCRIPTION

The essential function of the position within the organization is to lead in providing Courts System network analysis and support. The position is responsible for providing training to network system users and/or providing analysis and support to the Courts System network infrastructure, managing e-mail systems, performing data and system backup, providing anti-virus maintenance and support, leading and/or supervising staff, and preparing required documentation and reports. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supports the circuit-wide court network infrastructure and the on-site technical staff and court technology officer as required.

Manages circuit-wide e-mail systems; provides related technical support and training for users as required.

Plans, schedules, coordinates, designs, delivers and evaluates computer hardware and software training programs for Court System personnel.

Coordinates expansion of the circuit-wide court network; develops and maintains all aspects of network documentation; provides server and workstation support for courts.

Provides active directory management and support; performs data and system backup and provides anti-virus maintenance and support.

Records and produces videos utilizing complex recording equipment and computer software.

Installs and configures new routers and edits current configurations; troubleshoots and corrects routing issues.

Leads and/or supervises staff, including training, assigning and evaluating work, and counseling; provides direction and guidance as required.

Manages internal Web page; provides Internet and Intranet server maintenance and support.

Completes special technical tasks, such as serving as backup video coordinator for the courts or managing special technical projects as directed by supervisor.

Gathers information/data to support periodic and special technical reports documenting activities for the area of responsibility.

Performs administrative/clerical tasks such as performing research, creating network user guides, preparing periodic employee evaluations, faxing, telephoning or photocopying.

Attends or conducts staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and results.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents; may use basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative,*

ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, technological, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact – affects work unit and may affect other units or citizens.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, and products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computer networks.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety; either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a bachelor’s degree in computer science, information technology or a closely related field. Experience in an area described above may substitute for the recommended college education or vocational training on a year for year basis.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid Florida driver’s license.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation*

that the person can perform the tasks required by the position.

Requires six years of related experience.

WORK HAZARDS: May be called upon to lift objects greater than 30 pounds. Extensive use of computer monitor or reference materials may affect vision.

How To Apply:

Submit a resume and current and complete State of Florida application and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

**Celeste Hartsfield
Human Resources Manager
229 Courthouse Addition
218 South Second Street
Ft. Pierce, FL 34950
Phone: (772) 462-2367**

NOTE: This position may rotate throughout the Circuit.

***Our agency conducts background and criminal investigations of all employees.**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CONTACT CELESTE HARTSFIELD AT (772) 462-2367. PERSONS USING A TDD MAY CALL CELESTE HARTSFIELD THROUGH THE FLORIDA RELAY SERVICE AT 1-800-955-8771.